

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System (CCHHS) held Friday, November 7, 2014 at the hour of 8:00 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Wiese called the meeting to order.

Present: Chairman Dorene P. Wiese and Director Carmen Velasquez (2)

Vice Chairman Hon. Jerry Butler and Directors Lewis M. Collens, Ada Mary Gugenheim and Emilie N. Junge

Absent: None (0)

Additional attendees and/or presenters were:

Randolph Johnston – Associate General Counsel

Gladys Lopez – Chief of Human Resources

Barbara Pryor – Deputy Chief of Human Resources

Jennifer Purcell – Labor Employment Attorney

Deborah Santana – Secretary to the Board

John Jay Shannon, MD –Chief Executive Officer

II. Public Speakers

Chairman Wiese asked the Secretary to call upon the registered public speakers.

The Secretary called upon the following registered public speakers:

1. Martese Chism	Representative, National Nurses Organizing Committee
2. Marti Smith	Representative, National Nurses Organizing Committee

III. Report from Chief of Human Resources (Attachment #1)

Gladys Lopez, Chief of Human Resources, presented her report, which included information on the following subjects: Comparison of Vacancies Filled - FY2013-FY2014; FY2014 Vacancies Filled by Hiring Source; FY2014 Vacancies Filled by Quarter; FY2014 Vacancies Filled by Internal Candidates; FY2014 Vacancies Filled by Job Type; FY2014 Nursing Vacancies Filled; FY2014 Clinical vs. Non-Clinical Vacancies Filled; 2014 Separations and Hires; CCHHS Employment Plan Update; Operations Update; and Labor Relations. Barbara Pryor, Deputy Chief of Human Resources, reviewed the information relating to the Operations Update. The Committee reviewed and discussed the information.

During the discussion of the information on Labor Relations, Chairman Wiese inquired further regarding the plans for representatives from the Illinois Department of Human Rights to conduct quarterly training sessions. Ms. Lopez indicated that the training sessions should begin soon; she added that the administration is interested in building its own internal training sessions. With regard to the development of online training tools, Ms. Lopez stated that, from a learning and development perspective, the first training session should always be conducted in person; following that initial training, a learning management platform can provide refresher opportunities for staff.

IV. Action Items

A. Minutes of the Human Resources Committee Meeting of October 17, 2014

Director Velasquez, seconded by Chairman Wiese, moved to accept the minutes of the meeting of the Human Resources Committee of October 17, 2014. THE MOTION CARRIED UNANIMOUSLY.

B. Any items listed under Sections IV and V

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V. Closed Meeting Items

- A. Discussion of personnel matters**
- B. Update on labor negotiations**
- C. Discussion of litigation matters**

Chairman Wiese, seconded by Director Gugenheim, moved to recess the open meeting and convene into a closed meeting, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), regarding “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity,” 5 ILCS 120/2(c)(2), regarding “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” and 5 ILCS 120/2(c)(11), regarding “litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.” THE MOTION CARRIED UNANIMOUSLY and the Committee recessed into a closed meeting.

Chairman Wiese declared that the closed meeting was adjourned. The Committee reconvened into the open meeting.

VI. Adjourn

As the agenda was exhausted, Chairman Wiese declared that the meeting was ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXX
Dorene P. Wiese, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXX
Deborah Santana, Secretary

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
November 7, 2014

ATTACHMENT #1

COOK COUNTY HEALTH & HOSPITALS SYSTEM HUMAN RESOURCES COMMITTEE

NOVEMBER 7, 2014

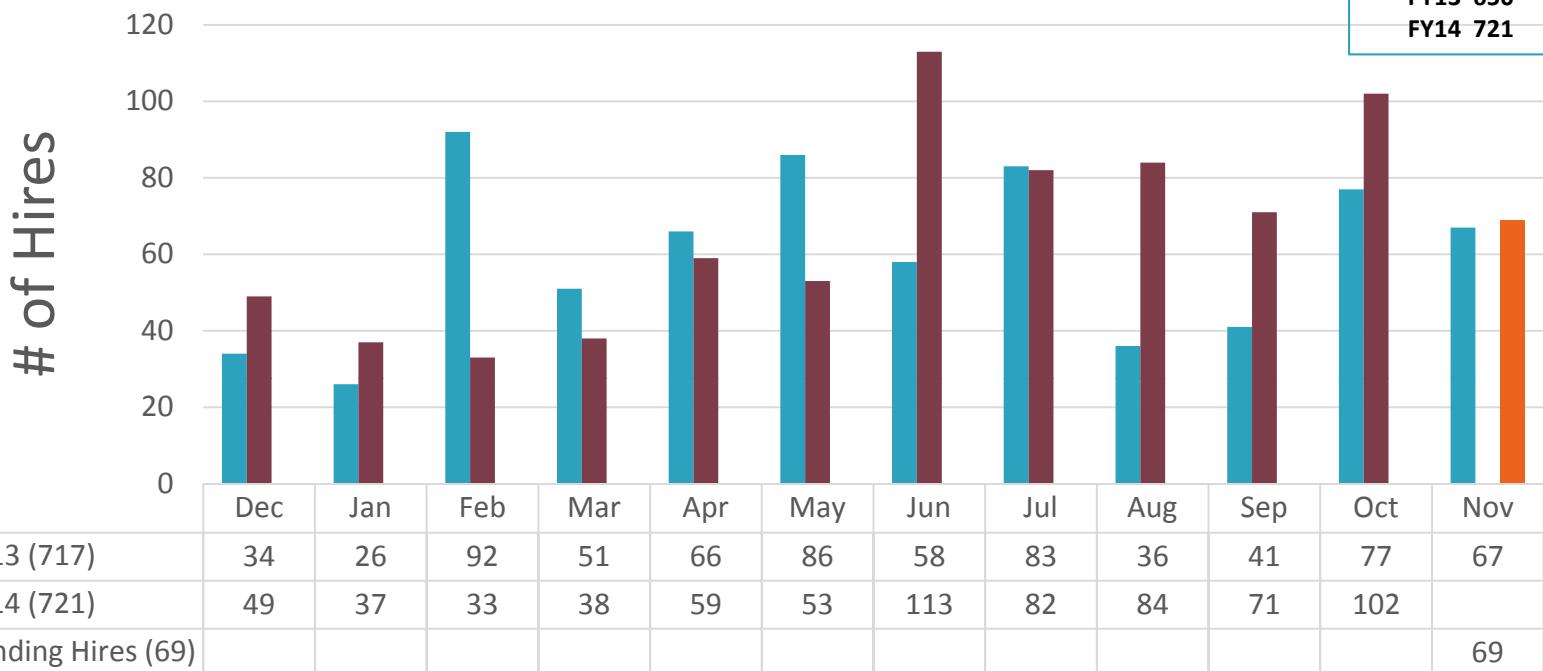
Gladys Lopez, Chief of Human Resources



FY14 Hires: Comparison of FY13 TO FY14 (through 10/20/14)

VACANCIES FILLED

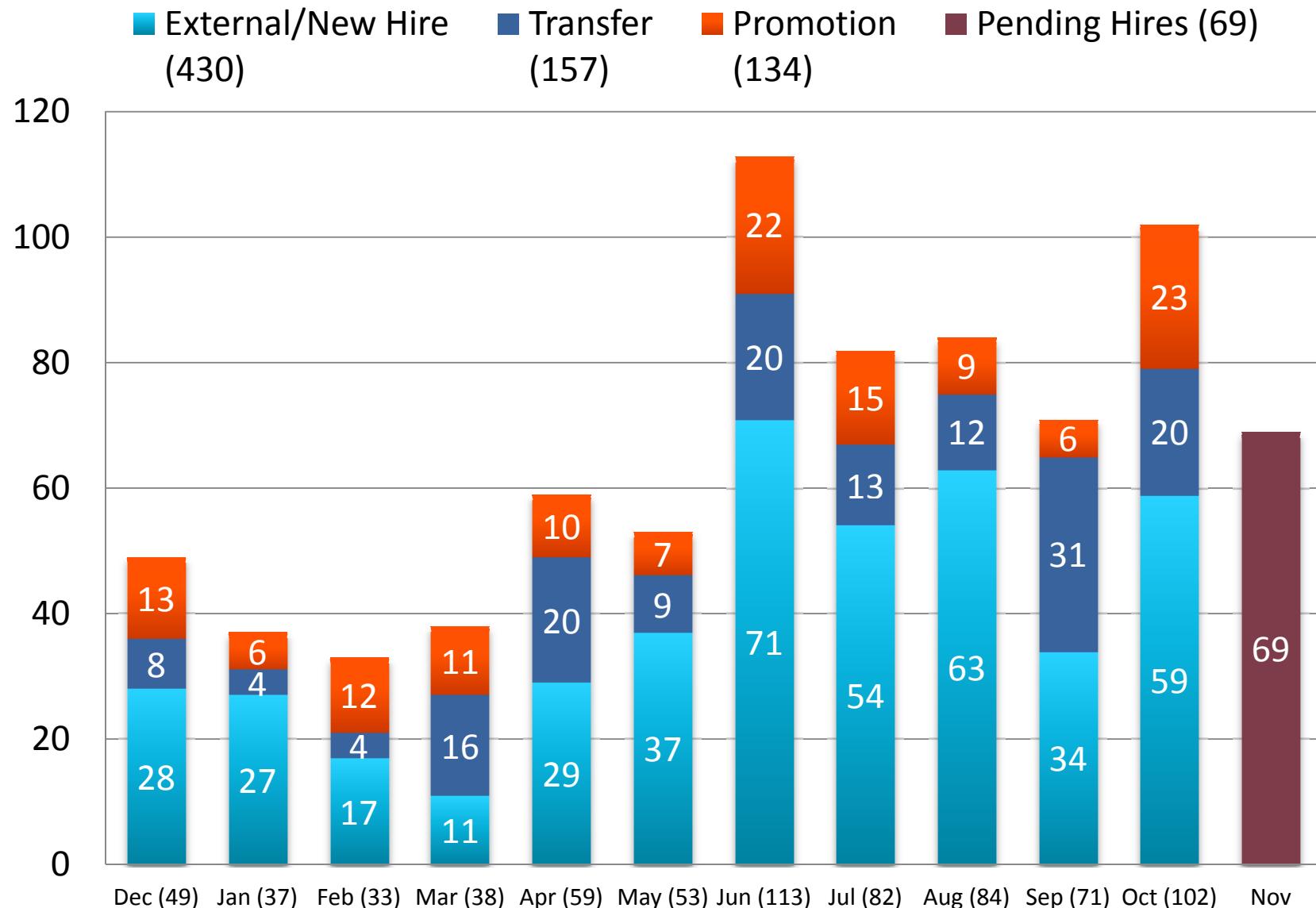
Oct YTD
FY13 650
FY14 721



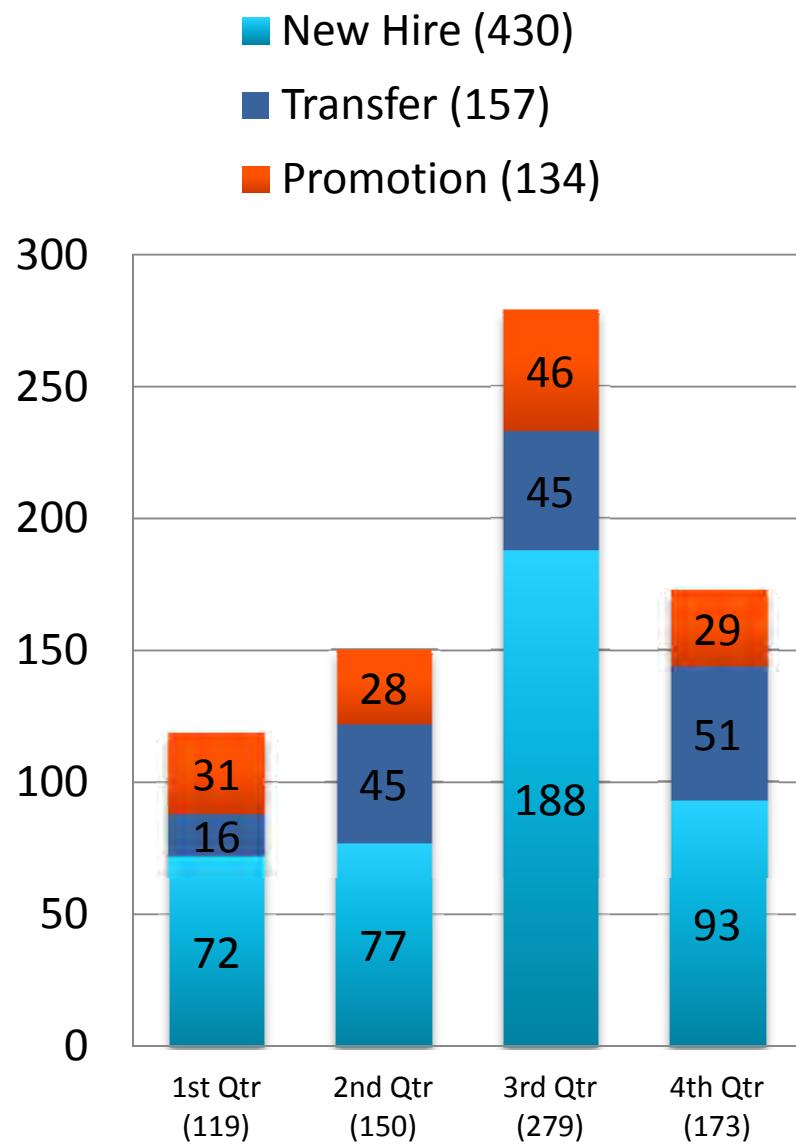
FY14 Vacancies Filled by Job Function

Quarter Ended	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total
Job Function					
Licensed Practice Nurses	5	6	4	4	19
Nursing (CNI, CNII, APN, Nurse Coordinator, Clinician)	42	46	111	61	260
Physicians	22	20	32	17	91
Pharmacy	10	5	14	16	45
Other	40	73	118	75	306
Total	119	150	279	173	721

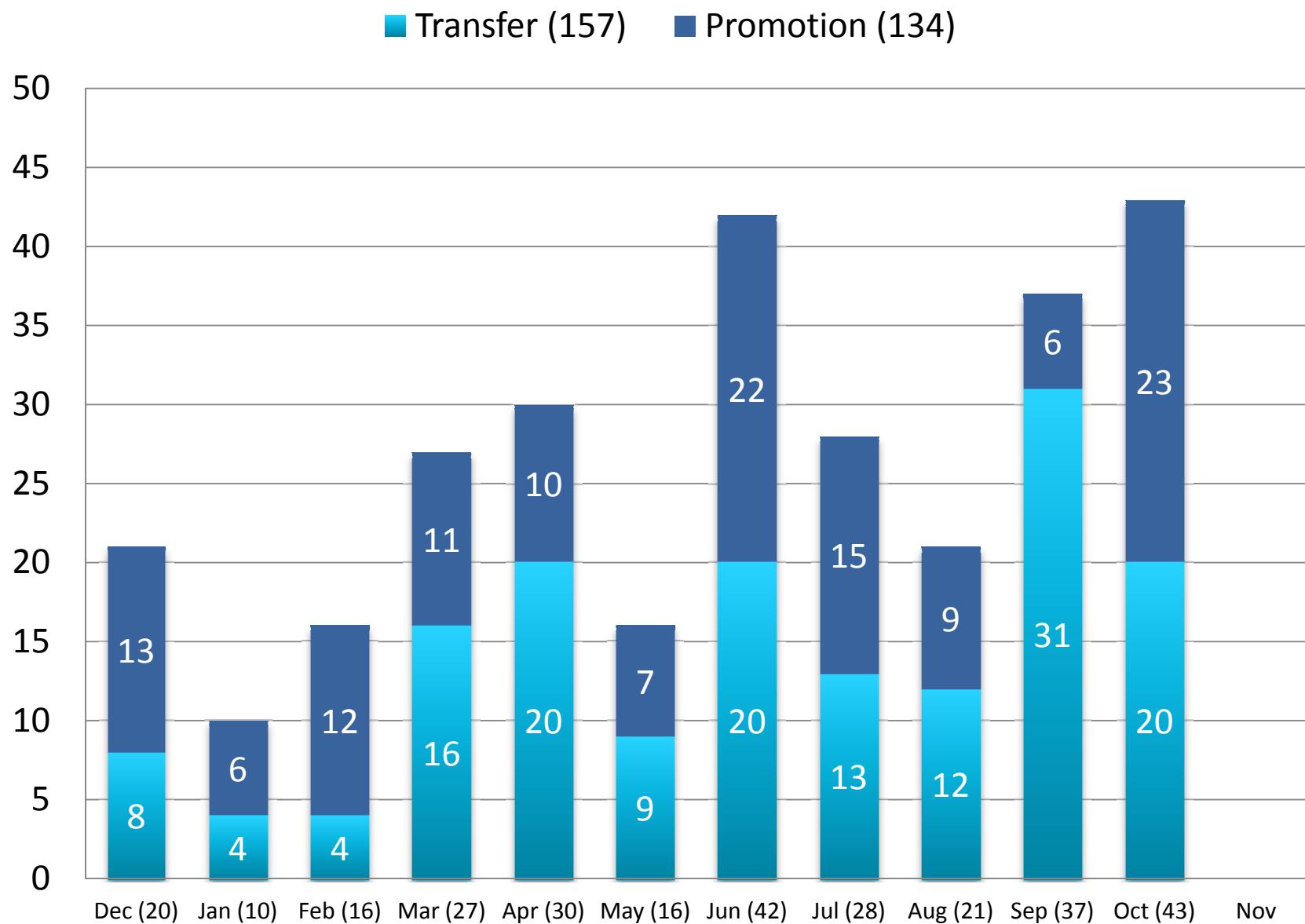
FY14 Vacancies Filled by Hiring Source



FY14 Vacancies Filled by Quarter

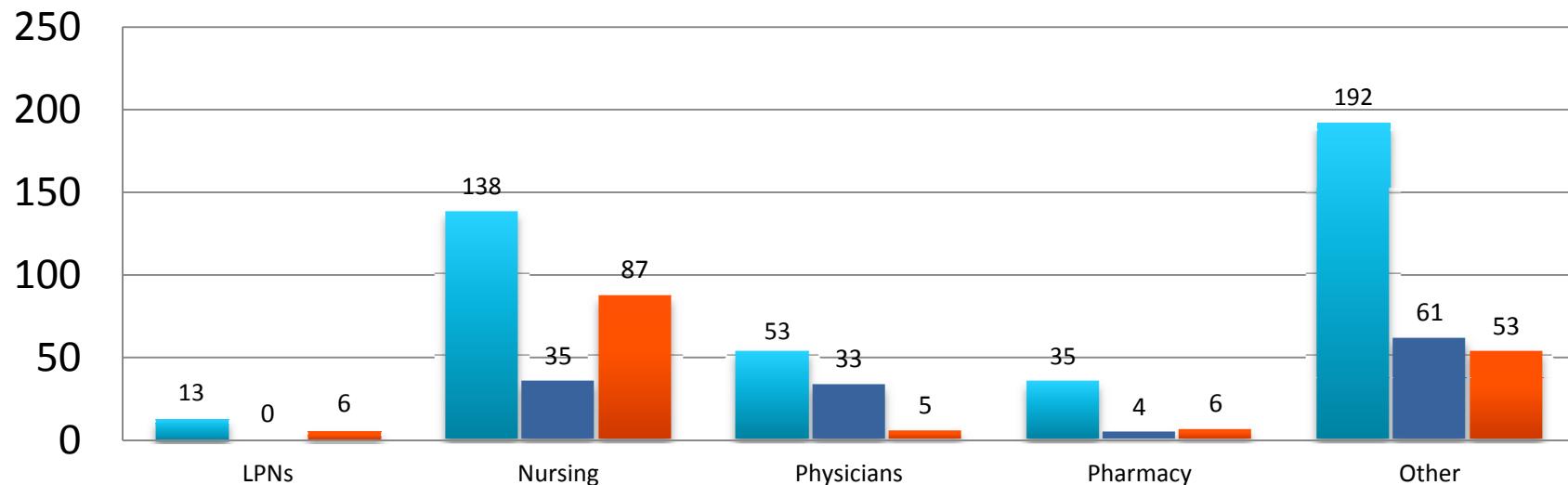


FY14 Vacancies Filled by Internal Candidates

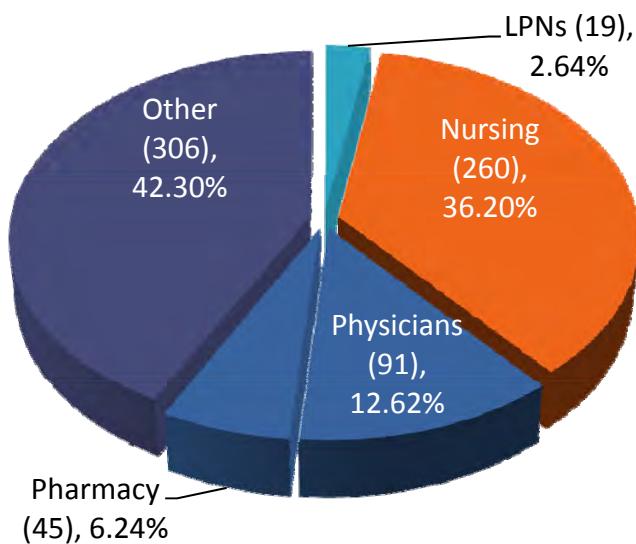


FY14 Vacancies Filled by Job Type

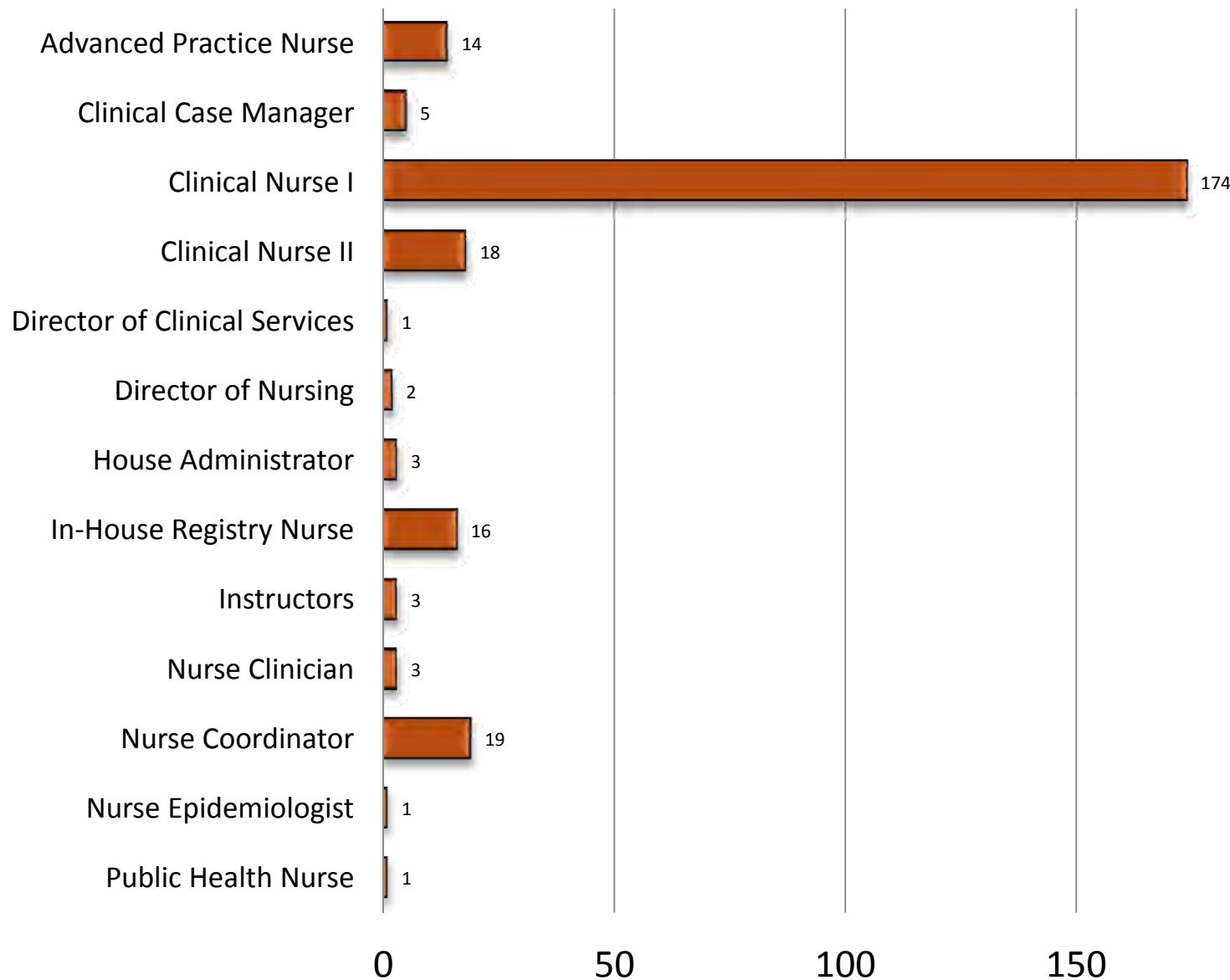
■ New Hire ■ Promotion ■ Transfer



Breakdown of FY14 Vacancies Filled by Job Type



FY14 Nursing Vacancies Filled - 260

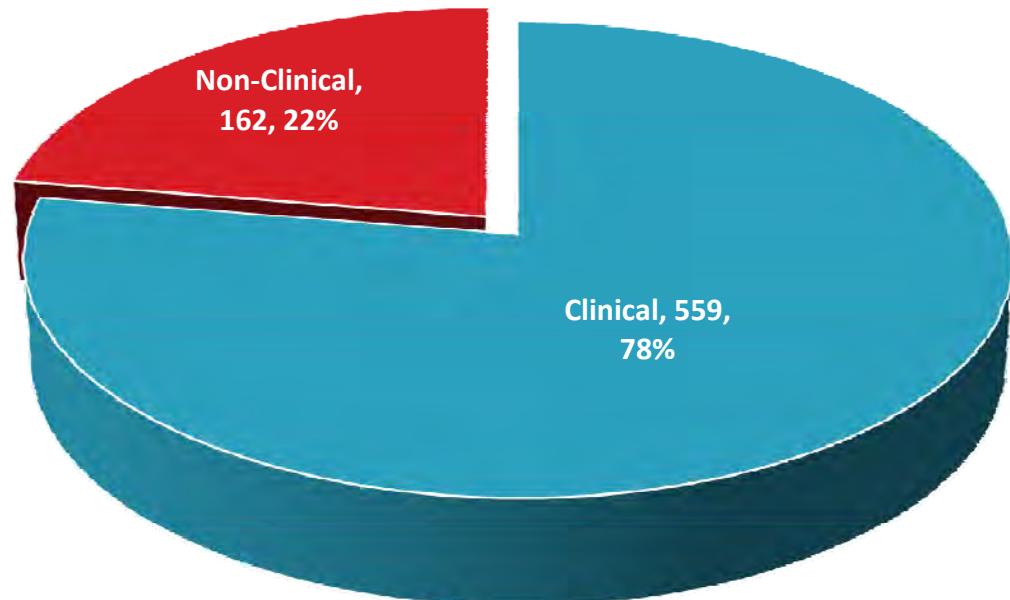


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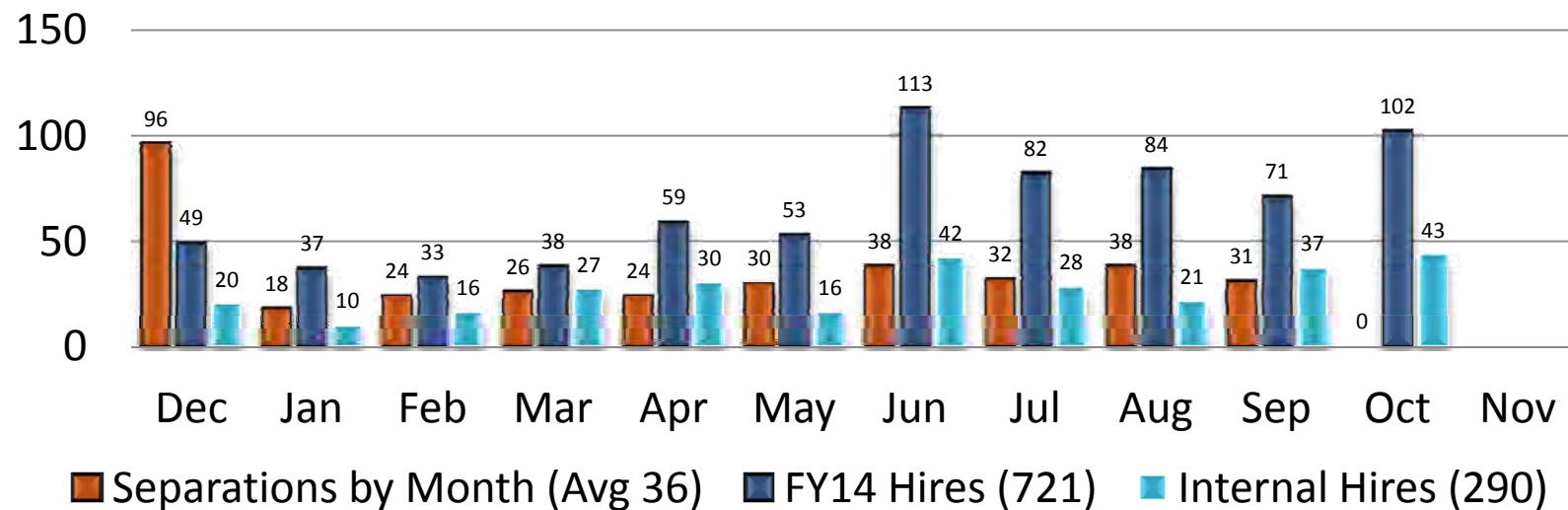
FY14 Clinical vs Non-Clinical Vacancies Filled (721)

Clinical Classifications / Titles
Attendant Patient Care
Biochemist
Biomedical Tech
Caseworker V
CAT Technologist
Correctional Medical Technician
Dentistry
Dietician
EKG Tech
Emergency Room Technician
Epidemiologist
Histotechnologist
Laboratory
Licensed Practical Nurse
Medical Assistant
Medical Social Workers
Medical Technologist
Mental Health Specialist
Nursing
Operating Room Technician
Ophthalmology Vision Tech
Orthopaedic Technologist
Pathologist Extender
Pathologist Extender
Patient Care Attendant
Pharmacy
Physical Therapist
Physician Assistant
Physicians
Quality
Radiology
Respiratory
Speech Language Pathologist
Ward Clerk

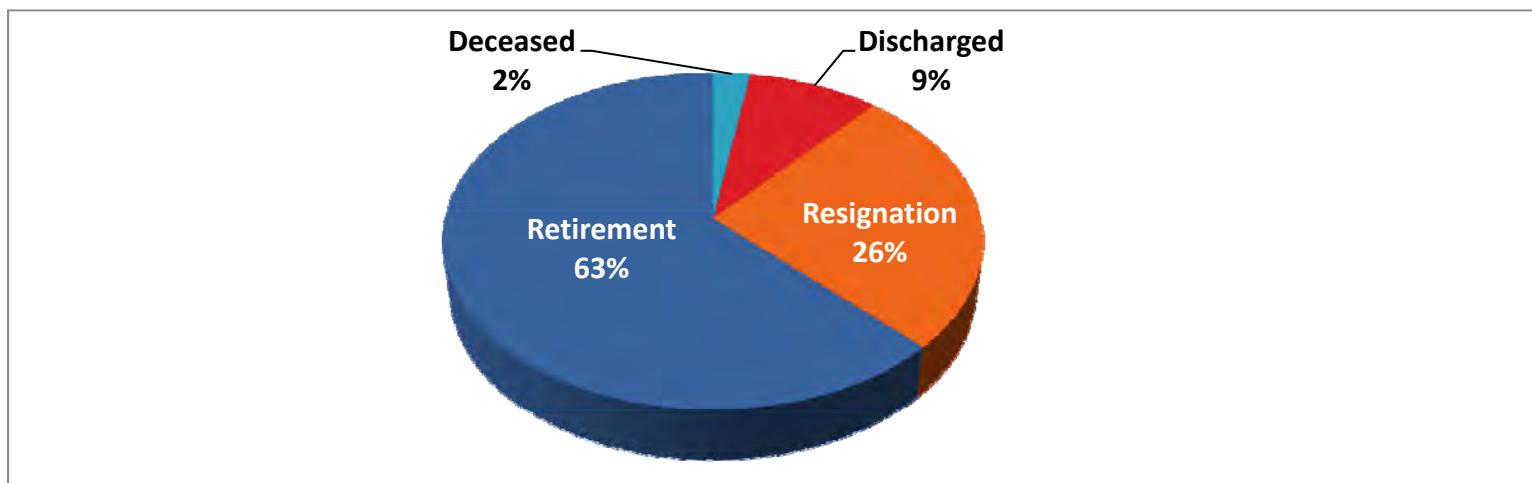
Non-Clinical Classifications / Titles
Building Service Worker
Business Manager
Business Office Supervisor
Clerical / Administrative
Cook
Executives
Finance
Hospital Police Officer
Human Resources / Labor Relations
Information Technology
Leadership / Management
Procurement / Supply Chain
Trades



2014 Separations & Hires



Separations by Reason



CCHHS Employment Plan Update

- On October 23, 2014 United States Federal Magistrate Judge Sidney Schenkier signed an Agreed Order entering the Cook County Health and Hospitals System's Employment Plan under the *Shakman* Consent Decree
- All CCHHS employees will be trained to ensure they are knowledgeable about the Employment Plan
- Resources from the Supplemental Health contract will be dedicated to assisting Carrie Pramuk-Volk, the Employment Plan Officer and CCHHS Human Resources with the task of training all staff
- CCHHS Human Resources will work with the EPO and the Shakman Compliance Administrator's Office with creating a timeline and project plan to accomplish the task of training more than 6,000 employees throughout CCHHS
- While this is a major step for CCHHS, as we continue to grow and respond to the changing needs of our patients, we will invoke amendment provisions to make necessary adjustments to our hiring procedures to ensure we are able to fulfill our staffing needs
- We have worked very closely with Mary Robinson, the Shakman Compliance Administrator and her team over the past couple of years on the Employment Plan and appreciate their continued support, insight and assistance

Operations Update

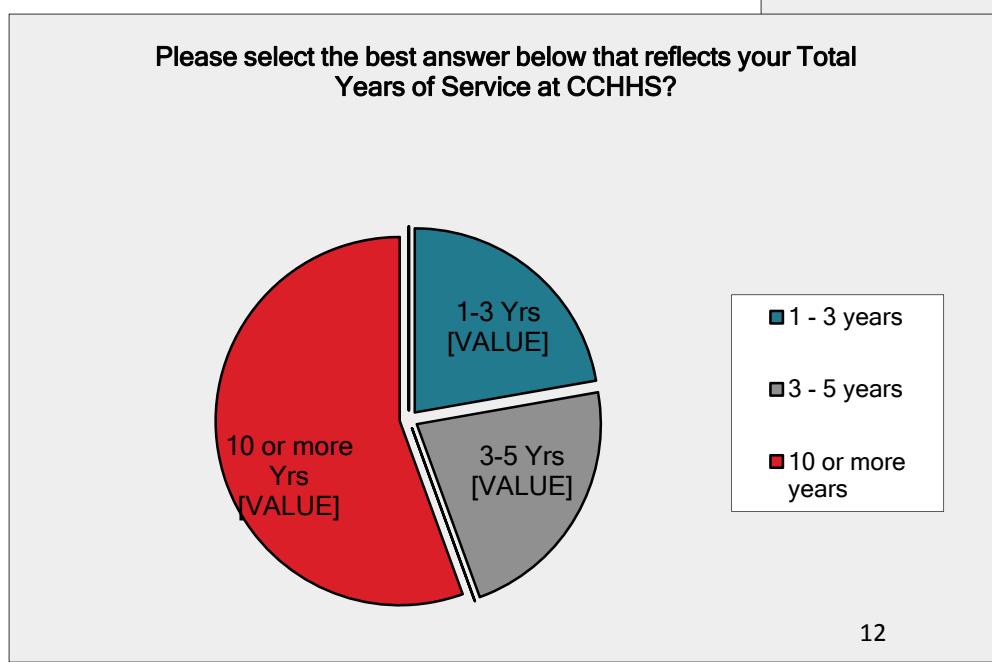
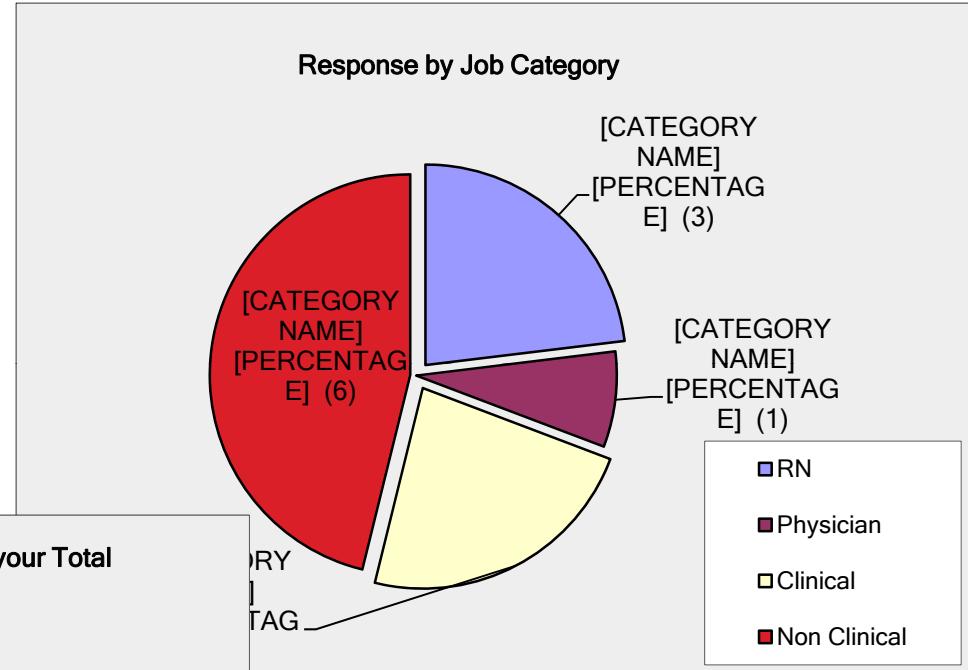
November 7, 2014



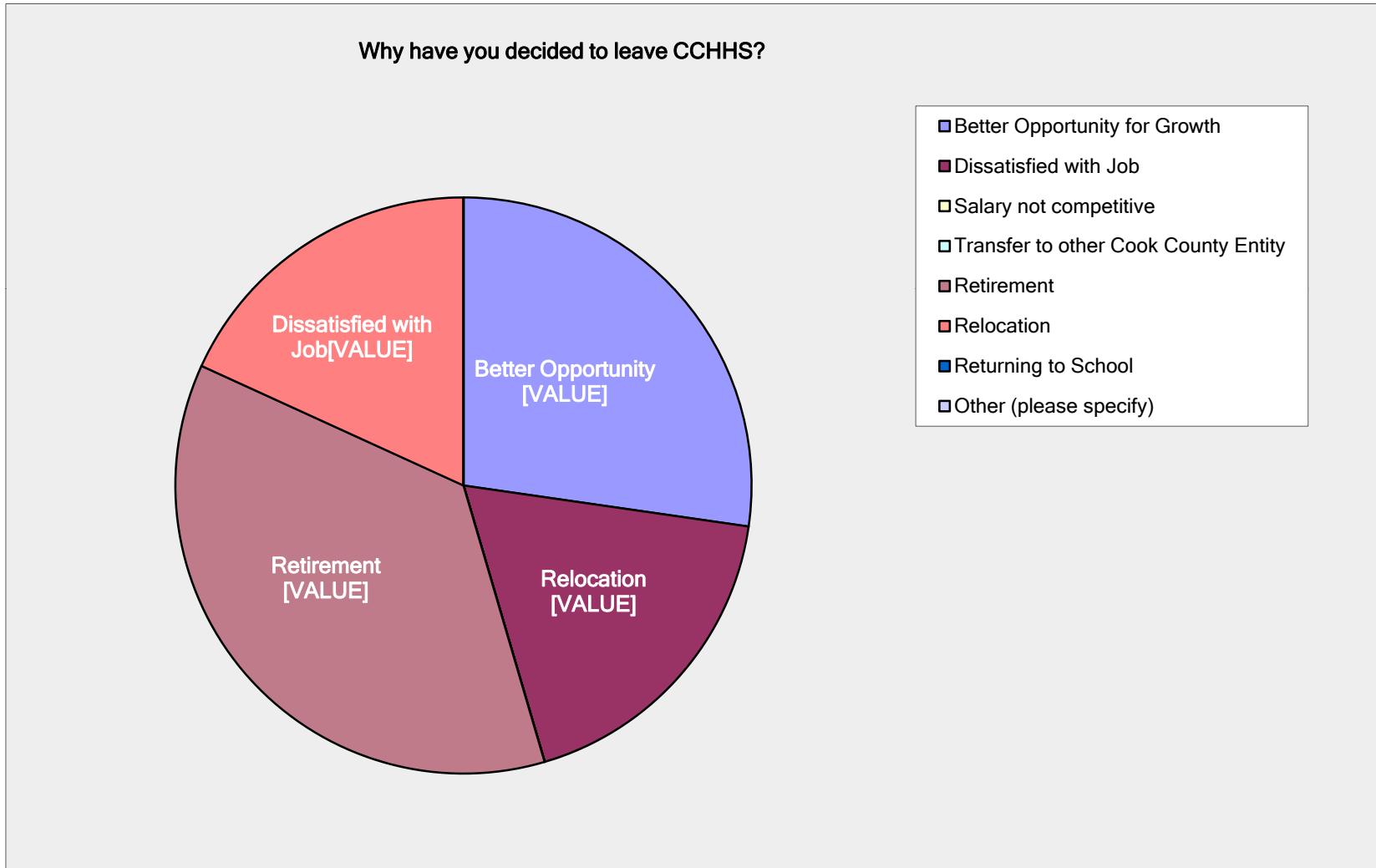
Exit Survey Data

29 Surveys Sent Sept 2014

- 13 Responses
- 45% Response Rate
- Average Years of Service
10 or more

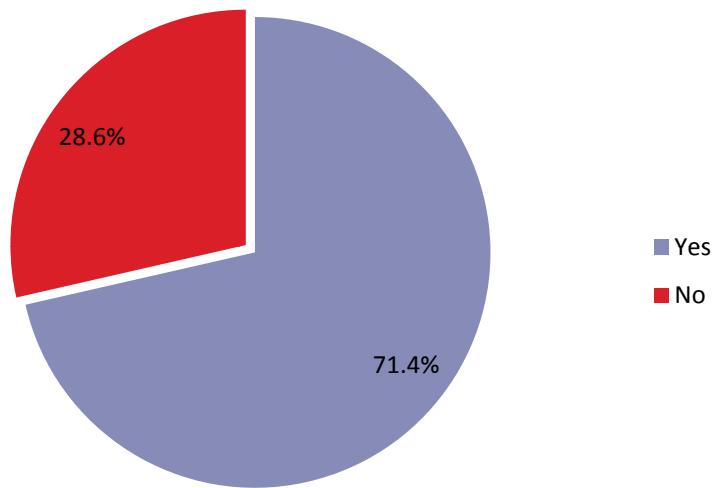


Exit Survey Results – Reason for Leaving



Exit Survey Results

Would you recommend CCHHS as a place to work to other individuals?



October Results Summary

- Small Sample of Participants (13)
- Larger sample needed to validate results / findings
- More detailed summary of findings to be presented in November 2014

Labor Update

November 7, 2014



Labor Relations Updates

- Collective Bargaining continues. While we had anticipated a completion date of early November, based on current schedules, negotiations will continue through December
- Local tracks of collective bargaining continue to advance
- We will schedule and coordinate monthly Labor Management meetings with union leaders as soon as negotiations are complete so we can address concerns in a more expeditious manner
- Researching software that can electronically track grievances so we can generate reports, identify trends and ensure compliance
- We are coordinating with the Illinois Department of Human Rights to conduct quarterly training sessions which will be mandatory for organizational leaders
- Filled internal CCHHS Labor Relations vacancies
 - 1 Labor Relations Analyst joined the team on 10/20
 - 1 Labor Relations Analyst will begin on 11/03